

# Equipment



# Tabulator

## Tabulator Malfunction

- Unlock the Auxiliary compartment (side top); continue issuing ballots; have voters place ballots into auxiliary bin

## Ballot Jam

- Lift the top of the tabulator and pull out the jammed ballot
- Keep the voter in the precinct in case they have to re-feed the ballot into the tabulator
- Complete a Ballot Balance Check to determine if the ballot was counted
  - If the numbers balance, then the ballot *was* counted and the ballot can be dropped into the bin
  - If the numbers do NOT balance, then have the voter re-feed the ballot into the tabulator *or* spoil the ballot

## Ballot Balance Check

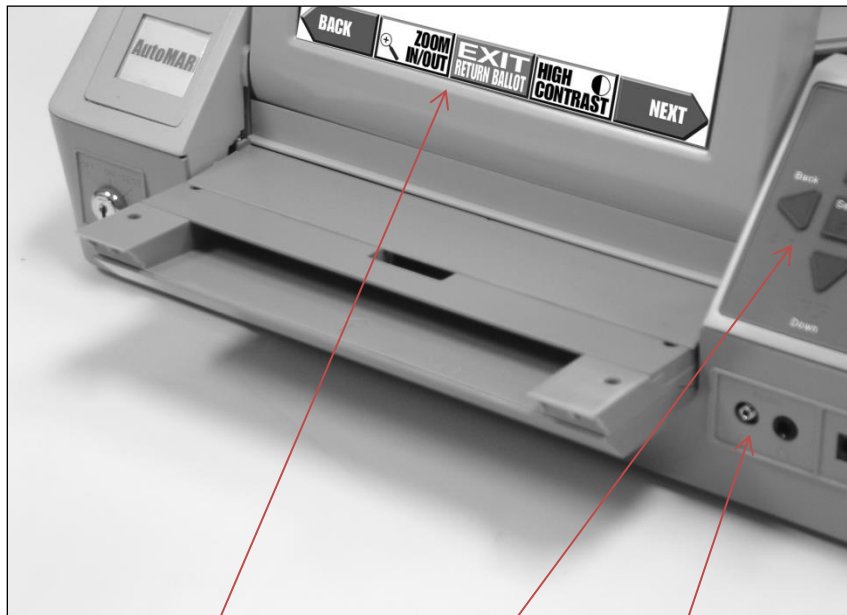
E-Poll Book Total Count – (minus) Ballots in voters hands at the time of balance check = (should equal) Tabulator Total

Change the paper roll **ONLY** when the tape prints with pink streaks.



## AutoMARK

- Issue the voter a ballot with a special secrecy sleeve (special secrecy sleeve should be found in the AutoMark case).
- Detach the ballot stub and insert into secrecy sleeve pocket.
- The secrecy sleeve will attach to AutoMARK with Velcro
- Instruct the voter to insert ballot
- Screen will say “Scanning, Please wait...”



- Touch Screen
- Keypad – Including Braille
  - Using the audio headphone jack on the front lower-right panel (below the keypad) and plug in the headphones.
- Other personal ADA Device (sip-puff)

Once the voter requests that the ballot be “Marked”, or voted, their decisions are set and they cannot change their vote for that ballot.

- If they want to change their vote, they must return the ballot to the precinct worker to be spoiled and receive a new one.
- Treat just like any other “***Spoiled Ballot***”

### Troubleshooting AutoMARK Jams:

The AutoMARK may jam, signaled by an awful noise. When fixing a jam, use as much discretion as possible to maintain the secrecy of the ballot. Unjam the AutoMark with the following steps (located also in AutoMARK manual):

1. Turn the Mode Switch Key to the **Test** position
2. Press **EJECT BALLOT** on the Main Menu Screen
3. Instruct the voter to place their secrecy sleeve over the voted ballot
  - a. If the voter already marked the ballot, have the voter re-insert it into their secrecy sleeve.
  - b. If the ballot is blank and in good condition, instruct the voter to re-insert it into the AutoMARK.
  - c. If the ballot is damaged, folded or marked incorrectly, issue the voter a new ballot following the Spoiled Ballot Procedure.
  - d. If the ballot does not eject after Step 2, continue below:
4. Pull the Touch Screen Monitor toward you and lift open the top lid to reveal the tray located inside the recessed area.
5. Push in the tabs located on each side of the tray and lift the tray out. Follow Steps A-D if ballot ejected, if not, continue to Step 6.
6. Locate the rear panel and push the panel tab toward the center of the AutoMARK to remove. Follow Steps A-D. If the inspector cannot recover the ballot after Step 6, call the Clerk’s office.

## Calibrating the Touch Screen

This may come up when you are performing your test ballot print in the morning or a voter may bring it to your attention. If the touch screen seems out of alignment (like you touch “test print” and it selects a different option), you should recalibrate the touch screen.

1. Turn the key to “Test” mode
2. Touch “Touch Screen Calibration”—if the calibration is way off, you may have to touch somewhere other than on the button in order to select it
3. On the next screen, select “Calibrate”
4. Touch the very center of the (+) symbols on the screen; There will be 5 in different areas of the screen
5. Touch the screen a final time
6. Touch “Done”





# E-Poll Book

## Instructions for Voter Status Messages:

- **“Absentee Ballot sent/received by clerk—Do not issue ballot”**
  - Do not allow voter to vote, put them in contact with Clerk’s Office if they insist they did not vote absentee.
- **“Absentee Ballot sent by clerk”**
  - The ballot must be surrendered; write “Canceled – voted in person” – OR
  - If the voter does not have their absentee ballot, call the Clerk’s Office to make sure the voter did not return their ballot AND have the voter complete an **Affidavit of Absent Voter**.
- **“Verify - confirm address, correct address and/or DOB”**
  - Ask the voter to confirm the information. If there is a difference, ask the voter to complete the Election Day Change of Address form. If the date of birth needs changing, write the correct date of birth on an Election Day Change of Address form. Give the voter a “Regular” ballot in EPB.
- **“Verify - surrendered license”**
  - Ask voter if they still live at registered address. If not, follow instructions for voters who have moved. Use Election Day Change of Address for any corrections or updates to our list of voters. Give the voter a “Regular” ballot in EPB.
- **“Verify - sign registration card”**
  - Have the voter fill out a new voter registration form and sign it. Give the voter a “Regular” ballot in EPB.
- **“Verify - confirm citizenship”**

- Ask the voter if they are a United States citizen, if the voter says yes, then have them fill out a new voter registration application and make sure they check the box indicating citizenship. Give voter a “Regular” ballot in EPB.
- **“Must show ID before voting (Federal Requirement)”**
  - If the voter has already shown photo ID, process as regular voter. If they completed the affidavit instead, they must provide a copy of any current and valid photo identification or a copy of a current paycheck, government check, utility bill, bank statement or a government document which lists his/her name and address.
  - Make a remark with the voter’s name and indicate what form of ID the voter presented. If a voter with this message cannot provide any identification, they must vote a provisional “envelope” ballot.
- **“Challenged”**
  - If a voter has this status next to their name on the poll list, have the voter affirm the following oath, **“Do you solemnly swear or affirm that the information you are about to give is correct?”**
  - Then ask questions of the voter until you have confirmed their information and that they are eligible to vote in your precinct.
  - Write the correct information in the E-Poll Book, indicate how the information was obtained. Issue the voter a challenged ballot by writing the ballot number on the ballot and covering it with a white sticker from your supply box. Give the voter a “Challenged” ballot in EPB.